

QUABBIN REGIONAL SCHOOL DISTRICT

National Criminal Background Check (Fingerprinting)

WHAT ARE THE NEW NATIONAL CRIMINAL BACKGROUND CHECK REGULATIONS?

- ⇒ On January 10, 2013, Governor Patrick signed into law H. 4307, *An act relative to background checks*. The new law requires all public school employees in Massachusetts to submit to fingerprint-based state and national criminal background checks.
- ⇒ School volunteers and subcontractors/laborers commissioned by schools to perform work on school grounds, may need to submit their fingerprints for the state national checks if asked to do so, and they must continue to submit to state CORI checks. At the discretion of the school employer, subcontractors or laborers commissioned by schools to perform work on school grounds may be required to submit both a CORI check and fingerprint-based state and national background checks.
- ⇒ Under the new law, **all new and current** school employees are now required to submit their fingerprints for state and national criminal history checks on the following staggered schedule based on the first letter of the employee's last name:
 - A-D October 2014 through March 2015
 - E-K April 2015 through August 2015
 - L-P August 2015 through December 2015
 - Q-Z January 2016 through May 2016

All required checks for pre-September 2013 employees should be completed no later than **June 30, 2016**.

- ⇒ The vendor selected by the state to do the fingerprinting is MorphoTrust USA. Their website is: www.indentogo.com.
- ⇒ To schedule appointment, please go to the following link: <http://www.indentogo.com/FP/Massachusetts.aspx>
Click on **online scheduling** and follow prompts.

OVERVIEW OF FINGERPRINTING PROCESS:



SELECTED FAQs

1. ***How is this different from CORI?*** Fingerprinting is a ONE TIME event (PreK-12 employees who continue to work in the same school or district are not required to resubmit it to fingerprint-based state and national criminal checks once their employer has deemed them suitable for employment.) CORI is EVERY THREE YEARS. Fingerprinting reports all arrests nationwide. CORI reports only Massachusetts arrests.
2. ***Will I have to submit my fingerprints under the new law if I have already been fingerprinted for a License to Carry (LTC)?*** Currently under the new law all current public school employees in Massachusetts are required to submit to a fingerprint based state and national criminal backgrounds checks.
3. ***How much does it cost?*** \$55 for school employees that hold a DESE license and \$35 for all others (i.e., school secretaries, food service workers, custodians, etc.)
4. ***May I go to my local police station to submit my fingerprints for the state and national criminal history checks?*** No. The state requires you use the selected vendor.

Website for Information & to Register:

<http://www.identogo.com/BookanAppointment.aspx>

Fingerprinting Steps:

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| Step One | Go to this website & click on Massachusetts: http://www.identogo.com/BookanAppointment.aspx |
| Step Two | Click on Online Scheduling or call 866.349.8130. You will need a credit card to pay. It is \$55.00 if you hold a DESE license and \$35.00 for everyone else. You will also need your school or district code found in the email sent to you by Nancy Landry. |
| Step Three | Make note of your registration confirmation number to bring to your scheduled appointment. |
| Step Four | Go to your scheduled appointment. Bring back the receipt provided and send a copy of it to Human Resources. It has a unique tracking number on it. |

IMPORTANT INFORMATION

Locations: Here is the link to view the current list of fingerprinting locations:

<http://www.identogo.com/FP/Massachusetts.aspx>

Your fingerprinting must be completed and your receipt received by Human Resources no later than **June 15, 2016**. Your continued employment is contingent upon this process being completed by the above mentioned date.

Rescheduling & Refunds: There are very specific conditions for refunds and missed appointments.

The link to the reschedule and refund policy is:

<https://ma.ibtfingerprint.com/?static=1&page=refundpolicy>